

RMS

Chief, Management Staff

19 April 1958

Chief, Records Management Staff

Weekly Report - Week Ending 16 April 1958

1. Contributions

a. Tangible

- (1) The Records Center received 258 cu. ft. of inactive records from 11 offices. This indicates good general activity in the records disposition program. Forty-one cubic feet of inactive records were destroyed by the Records Center.
- (2) One hundred and twenty brochures, "Do You Have A Space Problem", were distributed to four Area Records Officers. They will use these brochures to promote activity in the Records Management field in their respective areas.
- (3) Completed the installation of a Subject-Numeric Filing System in the Central Processing Branch. This will provide an efficient method of filing and finding material and a system for terminating inactive records. Already 2 cu. ft. of inactive records have been eliminated in conjunction with the installation.
- (4) Completed the installation of a Subject-Numeric Filing System in the Geographic Area of GSB. The benefits will be quicker reference service and elimination of inactive records. Six cubic feet of inactive records are being retired <sup>now</sup> as the result of the installation.
- (5) Additional records disposition activity is taking place in [redacted] and the Office of Personnel, as indicated by the return of 13 more safes to stock.
- (6) Records Control Schedules have been prepared for the JOT Program and the Clerical Training Faculty of GSB.
- (7) Eleven new and revised forms were completed.

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b. Intangible

- (1) Completed the evaluation of an Employee Suggestion and recommended that the proposed handbook for clerical and secretarial functions be used as a guide to developing similar ones for [redacted].

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2. Assignments - Active

- a. Audit of Records Control Schedules.
  - (1) OTR. See 1a(6), above.
  - (2) Office of DD/S.
- b. Installation of Filing Systems. See 1a(3) and (4) above. Installation of Subject-Biographic File in Office of Director of Personnel started.
- c. Twenty-five new and revised forms pending. These include a revised Personnel History Statement.
- d. Shelf File Installations.
  - (1) Library/OCE. Two proposals to relieve space shortage developed and submitted to Safety Officer, for concurrence.
  - (2) Map Library/OCE. Division Chief agrees to conversion to open shelf file. Specifications now being prepared.

- (4) Acquisition Branch, OCE Library.  
Floor plans prepared for two areas

- (5) Machine Records Division/Comptroller.  
Prepared a floor plan providing for 8 sections of shelving.

- e. Graphical Register Index.
- f. Records Management Survey, Office of DCI. Preliminary survey continuing. The Executive Registry has segregated about 7 cu. ft. of inactive records to be retired to the Center.
- g. Revision of Travel Order, Form No. 540.
- h. Forms Management Survey, Printing Services Division.

3. Assignments - Inactive

- a. Filing System for Biographic Profile, Office of Personnel.
- b. Security Office, Shelf File.
- c. Survey of Vital Personnel Records.
- d. Review of filing installation, Building Planning Staff.

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4. News

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- a. Discussed with Col. [REDACTED] the advisability of bringing back to the Agency certain records of GDS, SSI and CIO which were transferred to the National Archives by these organizations prior to 1951. This proposal will eliminate difficulties experienced by the National Archives and as in determining whether these records can be made available to the persons who want to see them.

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*[Handwritten signature]* 4/18/58  
Mgt/S/RMS/ [REDACTED] fjm (18 Apr '58)